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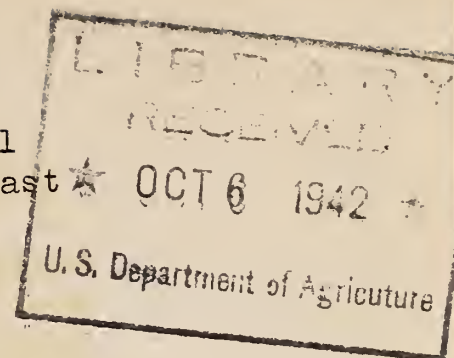
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U.S. Dept. of agriculture. Office of information

Report on Meeting of Defense Board Agencies' Regional  
Administrative and Information Officers, Nine Northeast  
States, New York City, December 17, 1941.



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Informational problems of nine Northeastern State USDA Defense Boards were discussed in New York, December 17, with USDA Defense Board State chairmen, regional administrators of the Defense Board agencies, their information officers, six of the nine Extension editors, and representatives of the USDA Office of Information.

There was universal willingness to undertake sharing of special Defense Board informational tasks. A principal need seemed to be to find information men who can give extra help, State by State, to accomplish preparation of materials and other services needed.

Regional agency administrative heads indicated their willingness to detail informational personnel to accomplish specific assigned parts of State Defense Board information programs on request of the State Boards, cleared through Harold Ballou, regional representative of the Office of Information, 302 Center Building, Upper Darby, Pennsylvania, such assignments, however, to be limited by the need of the agency to accomplish its own continuing information work.

After discussion with the entire conference the information group met separately, drafted a working program, and presented it to the conference, which approved the following proposals:

1. Each State USDA Defense Board, at a meeting in the near future, will draft the outline of a State information program designed to assist in accomplishing defense tasks carried on through the Board. This will be done with at least one information man, and if possible others, sitting in with the Board for purposes of counsel and advice. Boards are to notify Ballou of dates and places of meetings for this informational purpose. Each Board was asked to send to Ballou, upon completion, a copy of its information program.

2. Each State USDA Defense Board, at each meeting, will invite an information man to sit in as a consultant on informational questions, and to facilitate the carrying out of informational jobs which arise at the meeting.

3. A standing invitation to regional agency administrative heads and information officers to attend State Defense Board meetings as observers was extended by the State chairmen.

4. In order to facilitate the pooling of informational personnel and facilities which can be made available by the agency regional offices for part-time assistance in carrying out specific assigned phases of State Defense Board information programs, the following steps will be taken:



(a) Ballou will be provided by each Federal agency's regional office with a statement of informational personnel available for such work, brief description of each person's special qualifications (as skill in photography, radio, or press writing), where he might work best, and a rough estimate (not a commitment) of when, how often, and how long he might be spared; also a brief description of such services or facilities as motion-picture projectors and films, radio time, use of photo, mat, mimeograph, or multilith, which may occasionally be used.

(b) Each agency regional information office will furnish Ballou, as promptly and as far forward as possible, with itineraries of information staff members, to assist him in finding men who may be able to accomplish current jobs on which State Defense Boards have requested help, with a minimum of time and travel expended. If agency regional information personnel make trips on notice too short to permit routing through Ballou, they will notify direct the Defense Boards of States they expect to be in, if they will have time and opportunity, in connection with their own work, to lend any help on Defense Board information jobs. In such short-notice cases, Ballou should also be notified, to prevent possibility of unnecessary sending of another man.

Duncan Wall  
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